

Newark Housing Authority
THE HOUSING AUTHORITY OF THE
CITY OF NEWARK, N.J.
WELCOMES YOU TO

*I. FRIENDING
NEWARK LIBRARY
MAY 44
JUL 49
JUL 47*



James M. Baxter Terrace

MAY 44

We feel confident that you will cooperate with us to the fullest extent in making James M. Baxter Terrace a really fine place in which to live.

If there is anything at all you feel we may be able to do for you, please do not hesitate to come to us. Rest assured that we will do our utmost to be of assistance to you in establishing and maintaining a happy home life.



Every house where love abides
and friendship is a guest, is
surely home, and home, sweet home;
for there the heart can rest.

Henry Van Dyke

HELPFUL HINTS TO TENANTS

CARE OF WALLS:

To remove spots from walls use a damp cloth or soap eraser. **DO NOT WASH WALLS.**

Bathroom walls are enameled and can be washed.



CARE OF FLOORS:

Mild soap suds in warm water is best for mopping your floors. Your floors will look best if you use very little water. **AVOID SOAP POWDERS.**

Only the use of a **WATER WAX** is recommended if a highly polished surface is required.

PLEASE USE CASTERS UNDER HEAVY PIECES OF FURNITURE.



HANGING OF PICTURES, MIRRORS, ETC.:

To retain the beauty of the walls, we respectfully request that you do not drive any nails into them.

For the hanging of necessary pictures and mirrors, please consult the Management Office and a workman will be requested to give you the necessary instructions.

ECONOMICAL USE OF UTILITIES:

We want you to enjoy the comforts we offer. Please use all the gas, electricity and water you require, but **DO NOT WASTE.**

Treat these privileges as though you were receiving a bill for them each month.





CHILDREN:

Please request your children not to play in the halls.

ACCIDENTS TO EQUIPMENT:

If accidents occur, windows broken, clogging of sinks and toilets, overflow of tubs, etc., please report the damage to the Management at once.

YOU WILL BE CHARGED FOR ANY UNNECESSARY DAMAGE SO PLEASE TRY TO AVOID ACCIDENTS THAT WILL BE EXPENSIVE TO YOU.

LAUNDRY SCHEDULES:

You will be assigned a definite time to use the laundry in your basement. Any other time, please use the tub in your kitchen.

*"If it is your neighbor's day
Please do not ask for right of way"*



CARE OF REFRIGERATORS AND STOVES:

Kindly read carefully the instructions you received regarding the use and care of your refrigerator and stove.

PETS:

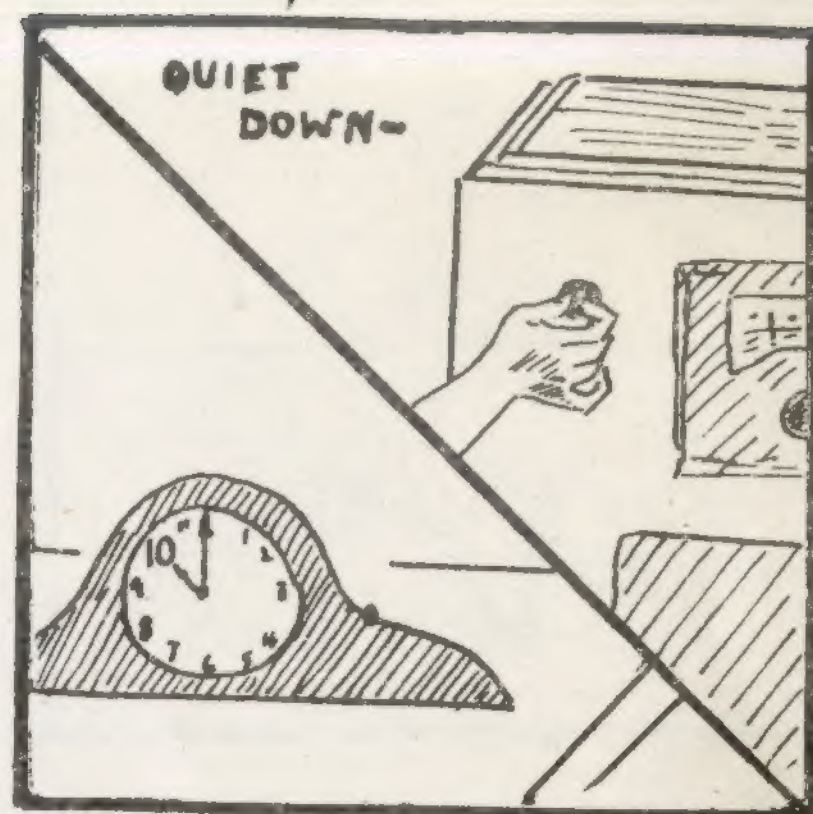
We love pets as much as you do, but for the protection of your children and the property, they are not permitted on the premises.

BE A GOOD NEIGHBOR:

To have good neighbors and to be a good neighbor adds to the joy of living.

Do not shake dust mops and rugs out of the windows; I am sure you do not want your neighbor's dirt flying in your windows, nor do they want yours.

BE CONSIDERATE OF OTHERS. Radios should be adjusted at all times so as not to disturb your neighbors, especially at night when others are trying to sleep.



CLEANING HALLS & STAIRWAYS:

Keeping the halls and stairways clean is the tenants responsibility. You and your guests will enjoy entering a clean hall and stairway as well as a tidy apartment.

Cooperate with your neighbor in sharing this task.

"Light is the task where many share the toil"

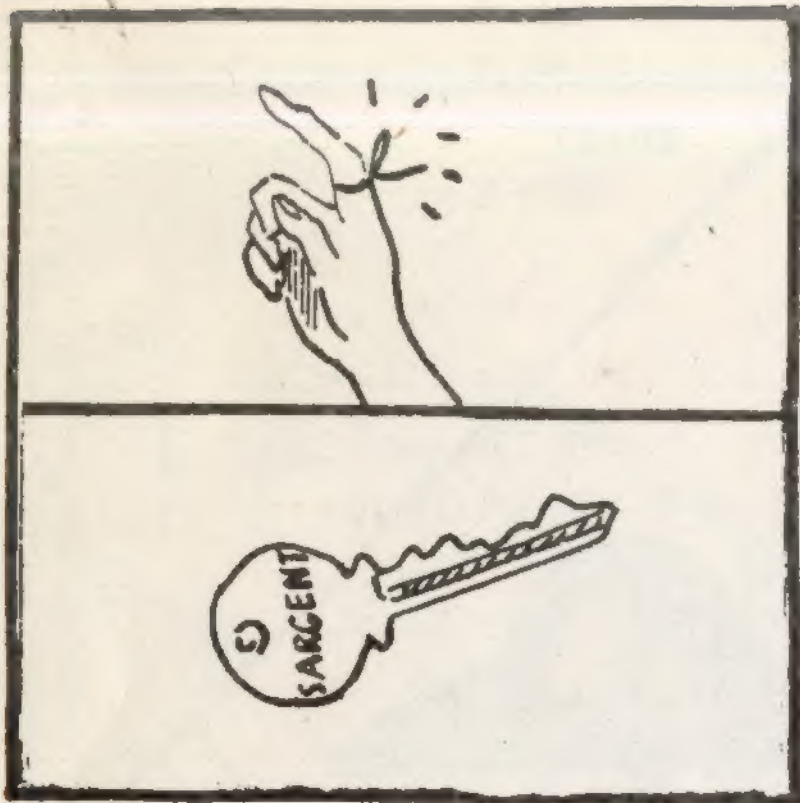


CARS:

All tenants using our parking areas are requested to pay \$1.00 each month for this privilege.

GARBAGE DISPOSAL:

All garbage and trash must be placed in a bag or wrapped in paper and put in the incinerator. Bottles and cans must be brought down by the tenants and placed in the refuse cans in basement.



REMEMBER YOUR KEYS: 1

Please remember the importance of carrying your keys with you always, as there will be times when no one will be available to open your apartment. If it is necessary to open your door for you during management hours, you will be charged 10¢ for workman hire.

For 25¢ lost keys can be replaced.

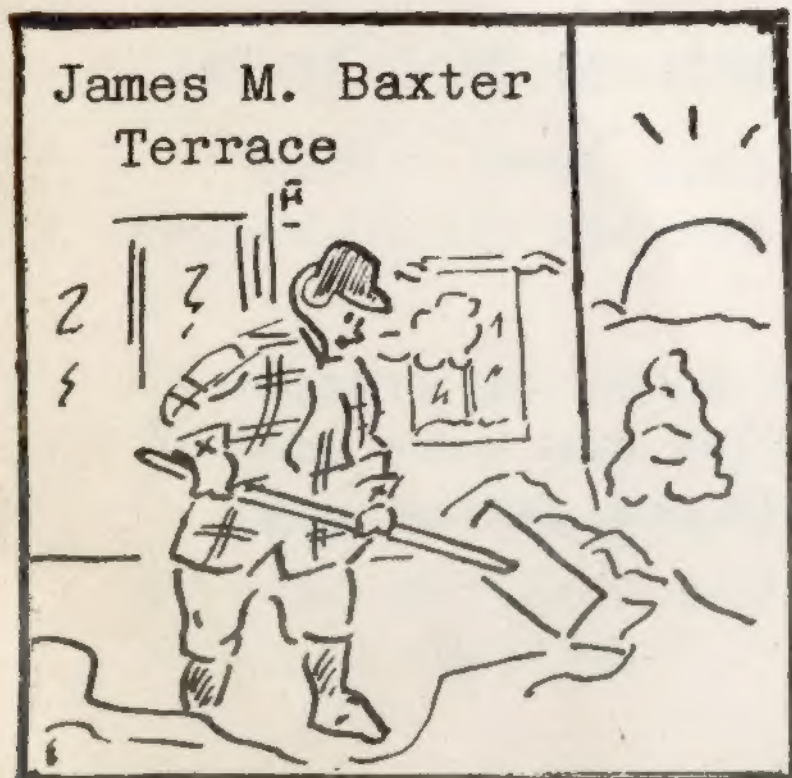
COMPLAINTS:

If you wish to enter a complaint that does not require immediate attention, please write it out and deliver it to the Management Office. Rest assured that it will receive our earliest attention.



RUMORS:

Rumors can never be depended upon to be accurate. If there is any question you are doubtful about come to the Management Office for the real facts.



TO THE MAN OF THE HOUSE:

This is your home. You will be expected to share the task of shoveling snow and keeping the grounds neat and attractive. Won't you please ask your children to pick up stray papers. We are sure an appeal to their sense of fairness and responsibility will be of great value towards maintaining the beauty of the building and grounds.

You will have sufficient heating. There is no reason for additional heating devices and you are respectfully asked to refrain from bringing any such devices into your apartment, or the storage rooms.

BEWARE OF INFLAMMABLE MATERIALS. DO NOT BRING THEM INTO APARTMENT OR STORAGE ROOMS.

Bicycles, baby carriages and other vehicles are forbidden in the halls. Kindly use the space provided in the perambulator room.

Please report all infectious or contagious diseases; also report births and other vital statistics.

Please keep your kitchen curtains tied back so they will not blow over range, thus preventing fires.

Please notify manager of any change in employment.



